



Personnel

WING RECOGNITION PROGRAM

General. This instruction establishes the Quarterly and Annual Recognition Programs for the 47 FTW. The purposes of these programs are to recognize those individuals and teams assigned to Laughlin Air Force Base who made the most significant impact in the performance of their duties during one of the four quarters or for the entire year. This instruction establishes committees to organize the Wing Quarterly Awards Luncheon and the Wing Annual Awards Banquet. This instruction also establishes a selection process to nominate enlisted personnel for the Twelve Outstanding Airmen of the Year (12 OAY) program.

SUMMARY OF CHANGES

This instruction incorporates 47 FTWI 36-5 Team Recognition Program into 47 FTWI 36-1. Clarifies nomination, selection, and board procedures for all categories of recognition. Eliminates GS-13 nominees for the Civilian of the Quarter/Year--Category III from competition. Establishes point values for each category on the AF Form 1206 for the Unit Excellence Quality Award. Changes nomination and selection procedures for Flight Commander of the Year. Changes AF Form 1206 Specific Accomplishments categories for all enlisted, instructor pilot, and flight commander nominations. Aligns quarters with the calendar year. The Team Recognition Program will be administered independently of wing individual and team quality awards.

* Indicates revisions from the previous edition.

1. Responsibilities

1.1. The 47 FTW/CC is responsible for:

1.1.1. The Wing Recognition Program and approves all award winners.

*1.1.2. Tasking each Group Commander with appointing two members (from their respective Groups) to serve on the Wing Quarterly Awards Luncheon Committee NLT 31 Dec for the following calendar year.

*1.1.3. Tasking each Group Commander with appointing five members (from their respective Groups) to serve on the Wing Annual Awards Banquet Committee NLT 30 Sept of each year.

1.2. The 47 FTW/CCE is responsible for:

*1.2.1. Coordinating all Civilian, Non-Appropriated Fund (NAF), and Company Grade Officer Quarterly and Annual Awards.

1.2.2. Providing all base agencies with a Quarterly/Annual Awards schedule that includes nomination package suspenses and proposed luncheon/banquet dates (see attachment one).

1.2.3. Obtaining and forwarding all award nominees and winners for the wing commander's review.

1.2.4. Forwarding all award winners to 47 FTW/PA with full name, rank, and unit no later than the first Tuesday after the luncheon/banquet. Place in the order listed in paragraph two.

*1.3. The 47FTW/CCC is responsible for:

*1.3.1. Coordinating all Enlisted and Honor Guard Quarterly and Annual Awards.

*1.3.2. Forwarding all nomination packages and each proposed category winner to CCE no later than the day following the Board.

*1.3.3. Presiding over the Outstanding Airmen of the Year selection process.

*1.3.4. Presiding over the Wing Quarterly Awards Luncheon and Wing Annual Awards Banquet Committees.

*1.3.5. Updating this instruction and ensuring its compliance on an annual basis.

*1.4. The 47 OG/CC is responsible for coordinating the Instructor Pilot of the Quarter/Year Selection Board. Forward all nomination packages and the category winner to CCE on or before the officer board date.

*1.5. 47 FTW/SE is responsible for coordinating the Quarterly and Annual Health and Safety Contributor Award. Forward all nomination packages and the proposed winner to CCE on or before the nomination package suspense date.

*1.6. 47 MSS/DPF is responsible for coordinating the Quarterly and Annual Volunteer Award. Forward all nomination packages and the proposed winner to CCE on or before the nomination package suspense date.

*1.7. 47 SPTG/SVX is responsible for coordinating the Honor Guard Member of the Quarter/Year. Forward the proposed winner's nomination package with the CCC's coordination to CCE on or before the nomination package suspense date.

*1.8. 47 SPTG/SVS is responsible for coordinating the NAF Civilian of the Quarter/Year. Forward the proposed winner's nomination package with the SPTG/CC's coordination to CCE on or before the nomination package suspense date. Note: If submissions are received from outside Services Division then the winner will be chosen by the SPTG/CC.

*1.9. 47 FTW/MQ is responsible for coordinating the Annual Team Quality Award, Annual Unit Excellence Award, as well as Team Recognition Awards. Forward the proposed winner's nomination package with the CV's coordination to CCE on or before the nomination package suspense date. Team Recognition Awards may be submitted to the Wing Executive Quality Council along with any recommendations.

1.10. The 47 FTW Executive Quality Council is responsible for the Team Recognition program and gives final approval of all awards that warrant recognition.

1.11. 47 FTW/PA is responsible for publishing the Quarterly and Annual Award Winners as well as the names of team members in the Team Recognition Program in the Border Eagle.

1.12. All commanders/supervisors will publicize this program and ensure nominees are made available for selection boards and the luncheon/banquet if applicable.

*1.13. The Medical, Support, and Operations Groups will each convene Quarterly and Annual Boards to select a respective winner in each of the categories 2.1 through 2.3 to compete for the Wing Quarterly and Annual Awards.

2. Categories for Recognition

2.1. Airman of the Qtr/Year (Airman Basic through Senior Airman)

2.2. NCO of the Qtr/Year (Staff Sergeant through Technical Sergeant)

2.3. Senior NCO of the Qtr/Year (Master Sergeant through Senior Master Sergeant)

2.4. Civilian of the Qtr/Year--Category I (GS-1 thru 6, WG-1 thru 9, WL-1 thru 5, WS-1 thru 5)

2.5. Civilian of the Qtr/Year--Category II (GS-7 thru 9, WG-10 thru 12, WL 6 thru 10, WS-6 thru 10)

- 2.6. Civilian of the Qtr/Year--Category III (GS-10 thru 12, WG-13 thru 15, WL-11 thru 15, WS-11 thru 19)
- 2.7. NAF Civilian of the Qtr/Year--Category I (Pay Band I, NA-1 thru 4)
- 2.8. NAF Civilian of the Qtr/Year--Category II (Pay Band II and above, NA-5 and above)
- 2.9. Company Grade Officer of the Qtr/Year
- 2.10. Instructor Pilot of the Qtr/Year
- 2.11. Volunteer of the Qtr/Year
- 2.12. Health and Safety Contributor of the Qtr/Year
- 2.13. Honor Guard Member of the Qtr/Year
- *2.14. Flight Commander of the Year: Rated Category
- *2.15. Flight Commander of the Year: Non-rated Category
- 2.16. First Sergeant of the Year
- 2.17. Annual Team Quality Award
- 2.18. Annual Unit Excellence in Quality Award
- 2.19. Wing Team Recognition Awards
- *2.20. Outstanding Airmen of the Year (Airman, NCO, and Senior NCO) nominees.

***3. Quarterly Award Nominations.** Categories for award are listed in paragraphs 2.1. through 2.12. of this instruction. Each Group Commander may submit one nomination package for the categories listed in para 2.1. through 2.3. and each Squadron, to include Laughlin Civil Service Aircraft Maintenance (LCSAM), may submit one nomination for the remaining categories to meet the appropriate Wing Quarterly Board. (Note: LCSAM will submit nominations through the Operations Group. The 47 FTW wing agency nominee will compete at the Support Group board.)

*3.1. Individuals will be nominated in the category of competition which corresponds to the grade they held on the last day of the award period.

*3.2. Submit nomination packages on an AF Form 1206, Nomination for Award, single-spaced, one page. Write-ups must encompass accomplishments performed during the period of the award only. Packages must include a nomination cover letter, to include a PIF/quality indicator statement, signed by the Group Commander. **Whole person, whole career scrutiny not applied to Quarterly nominations**

***4. Annual Award Nominations.** Wing Quarterly winners are automatically eligible to compete for the Annual Awards. Each Group Commander and LCSAM may submit one nomination package in each category in addition to any Wing Quarterly winners. (Note: STEP promotees, Below-the-Zone promotees, superior performers, etc., if not already a Wing Quarterly winner, would be good candidates for the additional nomination.)

*4.1. Nominees must be assigned to Laughlin AFB at the time of the board to be eligible to compete for the annual awards.

*4.2. Individuals will be nominated in the category of competition which corresponds to the grade they held for the majority of the year.

*4.3. Submit nomination packages on an AF Form 1206, Nomination for Award, single-spaced, and limited to one page for civilians and two pages for categories 2.1 through 2.3, 2.9 and 2.14 through 2.16. Write-ups must encompass accomplishments performed during the period of the award only. Packages must include a nomination cover letter, to include a records review/UIF/PIF/quality indicator statement, signed by the Squadron Commander.

*4.4. Annual winners in the Airman, NCO, and Senior NCO categories will be considered to compete as the 47 FTW nominees to the 19 AF Outstanding Airmen of the Year competition. If any nominee in any category cannot withstand the mandatory "whole-person, whole-career" scrutiny, he/she will not be submitted to the Wing OAY board for competition.

*4.4.1. **Outstanding Airman of the Year (OAY).** Each Group Commander may submit one nomination package in each category for OAY competition. These nominees should represent the “best of the best.” Each nominee submitted must pass a “whole-person, whole-career” scrutiny. One winner will be selected in each category (including First Sergeant of the year) and their nomination package will be forwarded to 19th AF for higher headquarters competition.

4.5. Include a biographical sketch (see attachment two) in the nomination package for all annual award nominees.

5. Nomination and Selection Procedures

5.1. Enlisted Quarterly and Annual Awards

5.1.1. Send nominations to CCC on an AF Form 1206 in the format described in attachment four.

5.1.2. Selection is based on the AF Form 1206 and an interview.

5.1.3. Uniform is service dress unless notified by the board president through CCC or CCE.

5.1.4. Questions from board members normally come from, but are not limited to, the following areas:

- AF Form 1206
- Professional Fitness Examination study guide (see attachment seven)
- Current events

5.1.5. Enlisted Selection Board:

5.1.5.1. CCC is responsible for the coordination of the board

5.1.5.2. Board members should be senior in rank to all nominees

*5.1.5.3. The Airman of the Quarter Board should consist of three members in the grades of Staff Sergeant through Technical Sergeant. The board president should be a Master Sergeant. If any one of the nominees is unable to meet the Quarterly Board due to military necessity (as determined by the 47 FTW/CCC), the Board will be conducted as PACKAGE-ONLY.

*5.1.5.4. The NCO of the Quarter Board should consist of three members in the grades of Master Sergeant through Senior Master Sergeant. The board president should be a Chief Master Sergeant. If any one of the nominees is unable to meet the Quarterly Board due to military necessity (as determined by the 47 FTW/CCC), the Board will be conducted as PACKAGE-ONLY.

*5.1.5.5. The Senior NCO of the Quarter Board should consist of three Chief Master Sergeants. The board president should be the 47 FTW/CCC. If any one of the nominees is unable to meet the Quarterly Board due to military necessity (as determined by the 47 FTW/CCC), the Board will be conducted as PACKAGE-ONLY.

5.1.5.6. The First Sergeant of the Year Board should comply with the requirements of 5.1.5.5.

*5.1.5.7. Selection for the Quarterly Award is based on the AF Form 1206 (80 pts) and the interview (20 pts). Use the following point values for assessing the AF Form 1206:

- Job Performance in Primary Duty (40 pts)
- Leadership Qualities (20 pts)
- Significant Self-Improvement (10 pts)
- Other Accomplishments (5 pts)
- Articulate and Positive Representative of the Air Force (5 pts)

Use the following point value for assessing the interview:

- Military Appearance and Bearing (5 pts)
- Communication Skills (5 pts)
- Questions from Board Members (10 pts)

*5.1.5.8. The Annual Enlisted and OAY Boards should consist of at least three Chief Master Sergeants, if available. The Board President will be the 47 FTW/CCC. The boards will be conducted as “package-only.” The AF Form 1206 will be scored as prescribed in paragraph 5.1.5.7. The board will conduct a “whole-career” records review of each nominee competing for OAY selection.

5.2. Company Grade Officer of the Quarter/Year

5.2.1. Send nominations to CCE on an AF Form 1206 in the format described in attachment five.

5.2.2. Selection will be based on the AF Form 1206 and an interview.

5.2.3. Uniform for interview boards is service dress unless notified by the board president through CCE

5.2.4. Questions from board members normally come from, but are not limited to, the following areas:

- AF Form 1206
- Officership
- Current events

5.2.5. Company Grade Officer Selection Board:

5.2.5.1. The board normally consists of one colonel (board president) and two field grade officers.

5.2.5.2. Selection is based on the AF Form 1206 (75 pts) and the interview (25 pts)

5.2.5.3. Use the following point values for assessing the AF Form 1206:

- Leadership and Job Performance in Primary Duty (55 pts)
- Additional Duties and Accomplishments (15 pts)
- Other (5 pts)

Use the following point values for assessing the interview:

- Military Appearance and Bearing (10 pts)
- Questions from Board Members (three questions worth 5 pts each)

5.3. Civilian of the Qtr/Year - Category I,II,III / NAF Civilian of the Year - Category I,II

5.3.1. Send nominations to CCE on an AF Form 1206 in the format described in attachment three.

5.3.2. Civilian Selection Board:

5.3.2.1. The board normally consists of the Company Grade Officer Selection Board and a civilian with a civil service grade of GS-12 or higher.

5.3.2.2. Selection is based solely on the AF Form 1206.

5.3.2.3. Use the following point values to assess the AF Form 1206:

- Leadership and Job Performance in Primary Duty (55 pts)
- Additional Duties and Accomplishments (15 pts)
- Other (5 pts)

5.4. Instructor Pilot of the Qtr/Year

5.4.1. Send nominations to OG/CC on an AF Form 1206 in the format described in attachment five.

5.4.2. The Specific Accomplishments block will include the following categories:

5.4.2.1 Overall Ability and Knowledge. Description and examples of exceptional performance within primary area of expertise which set the individual apart from others.

5.4.2.2. Other Contributions to Unit Missions. Contributions to the training mission outside the individual's primary area of expertise.

5.4.2.3. Professional Military Qualities. Examples of leadership and professional qualities which contribute to the "whole person" concept.

5.4.3. Selection is based solely on the AF Form 1206.

5.4.4. Squadron Commanders will consider IPs attached for flying but assigned to another Group, the Wing or MA

5.4.5. Use the following point values to assess the AF Form 1206:

- Overall Ability and Knowledge (55 pts)
- Other Contributions to Unit Missions (15 pts)
- Professional Military Qualities (5 pts)

***5.5. Flight Commander of the Year: Rated and Non-rated Categories**

5.5.1. Send nominations to CCE on an AF Form 1206 in the format described in attachment five.

5.5.2. The Specific Accomplishments block will include the three categories as described in the Instructor Pilot of the Quarter/Year nominations. Specify category on AF Form 1206.

5.5.2. Selection is based solely on the AF Form 1206.

5.5.3. The Flight Commander of the Year Selection Board will normally consist of the Company Grade Officer of the Year Selection Board. The Flight Commander of the year, Rated Category, will go on to compete at 19 AF.

5.5.4. Use the following point values to assess the AF Form 1206:

- Overall Ability and Knowledge (55 pts)
- Other Contributions to Unit Mission (15 pts)
- Professional Military Qualities (5 pts)

5.6. Volunteer of the Qtr/Year

5.6.1. Send Volunteer of the Qtr/Year nominations to 47 MSS/DPF on an AF Form 1206 with the following titles:

- CONTRIBUTIONS MADE
- INDIVIDUALS/ORGANIZATIONS THAT BENEFITED FROM WORK
- IMPACT ON COMMUNITY

5.6.2. Nominations are open to active duty and civilian personnel, retirees, and their dependents.

5.6.3. Selection is based solely on the AF Form 1206.

5.7. Health and Safety Contributor of the Qtr/Year

5.7.1. Send nominations to SE. Nominations should follow the format in the Wing Supplement to AFI 36-2833.

(Purpose: To recognize exceptional effort in the area of occupational health and safety. Selection is based upon individual contributions to include significance and effect to safety and health at the unit or wing level.)

5.8. Annual Team Quality Award / Annual Unit Excellence Award

5.8.1. Send Quality Award nominations to 47 FTW/MQ.

5.8.2. The AF Form 1206 for the Annual Team Quality Award must include:

- Identification of the Improvement Opportunity
- Evaluation of the Process
- Analyze the Process
- Action Taken
- Results of the Process
- Standardized Solution of the Process
- Plan for the Future

5.8.3. The AF Form 1206 for the Annual Unit Excellence in Quality Award must include:

- On-going Improvement Efforts (PATs, working groups, tiger teams, & developmental teams)
- Results and Impact of Teams
- Metrics Efforts
- Self-Assessment Efforts
- Training Efforts (all facets of training within organization--not just quality training)
- Number of Suggestions Submitted or Adopted; Tangible Dollars Saved
- Teams and/or Individual Recognition
- Other (areas unit commanders feel are significant for improving mission effectiveness)

5.8.4. Quality Awards Selection Board:

5.8.4.1. The 47 FTW/CV will preside over and appoint board members to serve on the Quality Awards Selection Board. The members should be experienced Quality Representatives.

5.8.4.2. The Annual Team Quality Award nominations will be based on the AF Form 1206 and a presentation.

The presentation will be assessed using the following point value:

- Identification of the Improvement Opportunity (15 pts)
- Evaluation of the Process (20 pts)
- Analyze the Process (9 pts)
- Action Taken (12 pts)
- Results of the Process (12 pts)
- Standardized Solution of the Process (17 pts)
- Plan for the Future (5 pts)
- Presentation of Process (10 pts)

5.8.4.3. Selection of the Annual Unit Excellence in Quality Award nominations will be based solely on the AF Form 1206 (see attachment eight). Each category will be assessed using the following point values:

- On-going Improvement Efforts (15 pts)
- Results and Impact of Teams (25 pts)
- Metrics Efforts (15 pts)
- Self-Assessment Efforts (10 pts)
- Training Efforts (10 pts)

- Number of Suggestions Submitted or Adopted (5 pts)
- Teams and/or Individual Recognition (10 pts)
- Other (10 pts)

5.9. Wing Team Recognition Awards

5.9.1. A team is defined as a group of people working on the same process or activity . There is no limit to team composition or the number of unit nominations for this recognition. All Laughlin military, civilian, and federal employees as well as volunteers are eligible for recognition.

5.9.2. Submit nominations using AF Form 1206, substituting the nominator's name in the block entitled Rank/Name of Unit Commander, to MQ no later than three days after the conclusion of the event. Any person with knowledge of team accomplishments may submit a nomination. A sample nomination is included in attachment six.

5.9.3. Selection is based on the AF Form 1206 with final approval from the 47 FTW Quality Executive Council.

6. Awards Presentation

6.1. All nominees should be present at the Quarterly/Annual Awards Luncheon/Banquet.

*6.2. The wing will be responsible for paying the meal charges of appropriated fund quarterly and annual nominees (military and civilian). The Services Division is responsible for the cost of non-appropriated fund nominees. The Quarterly/Annual Awards Luncheon/Banquet will contact the 47 FTW/CCE no later than one month prior to coordinate the funding request.

6.3. Luncheon dress will be duty uniform. Banquet attire will be service dress for military and business equivalent for civilians.

6.4. Winners will be announced and presented their respective award at the luncheon/banquet.

6.5. Wing Team Awards will be presented in an appropriate manner and forwarded to squadron commanders or staff agency chiefs for presentation. The Team Recognition program adopted the phrase "Spirit of Laughlin" as its theme. Certificates, logos, plaques, mementos, or time-off awards will be designed accordingly. For larger events involving numerous wing personnel, recognition may be limited to Border Eagle coverage.

7. Board Presidents

7.1. The president should approve all board member questions prior to the start of the interviews.

7.2. The president should attempt to resolve large differences between any two board members' total score for each nominee.

7.3. The president will cast the tie-breaking vote in the event that no other unbiased means of breaking the tie can be found.

***8. Quarterly Awards Luncheon Committee.** The Quarterly Awards Luncheon Committee will consist of six members (two from each Group) and will be presided over by the 47FTW/CCC. This committee is responsible for hosting the four Quarterly Awards Luncheons for the year.

***9. Annual Awards Banquet Committee.** The Annual Awards Banquet Committee will consist of fifteen members (five from each Group) and will be presided over by the 47FTW/CCC. This committee is responsible for hosting the Annual Awards Banquet.

GARY A. WINTERBERGER, Colonel, USAF
Commander

Attachments:

- *1. Nomination package suspenses and proposed luncheon/banquet dates
- 2. Sample biography for Annual Award Nominations
- 3. Civilian AF Form 1206 example
- *4. NCO AF Form 1206 example
- 5. CGO AF Form 1206 example
- 6. Team Recognition AF Form 1206 example
- *7. Enlisted study references
- 8. Unit Quality Award AF Form 1206 example
- *9. Sample Nomination Letters

WING NOMINATION PACKAGE SUSPENSES AND PROPOSED LUNCHEON/BANQUET DATES

	First Quarter 1 Jan - 31 Mar 97 1 Oct - 31 Dec 97	Second Quarter 1 Apr - 30 Jun 97	Third Quarter	Fourth Quarter 1 Jul - 30 Sept 97
Nominations	21 Apr 97	18 Jul 97	17 Oct 97	16 Jan 98
Officer Board	23 Apr 97	23 Jul 97	22 Oct 97	21 Jan 98
Enlisted Board	23 Apr 97	23 Jul 97	22 Oct 97	21 Jan 98
Luncheon	06 May 97	30 Jul 97	29 Oct 97	28 Jan 98
	Annual 1 Jan - 31 Dec 97			
Nominations	23 Jan 98			
Officer Board	27 Jan 98			
Enlisted Board	27 Jan 98			
Banquet	30 Jan 98			

ANNUAL NOMINEE BIOGRAPHICAL FORMAT

(Titles will be in "Times New Roman" 12 font, information in bold 14 font. Underlining is not required in submitted copy)

BIOGRAPHY FOR: _____

NOMINEE FOR: _____ OF THE YEAR

FULL NAME & RANK:

SPOUSE & CHILDREN'S NAMES:

DUTY SQUADRON & SECTION: *spelled out*

DATE OF BIRTH:

PLACE OF BIRTH:

HIGH SCHOOL (NAME/LOCATION):

COLLEGE (PAST/PRESENT/DEGREES AWARDED):

DATE ENTERED AIR FORCE (Military only):

DATE ENTERED ACTIVE DUTY OR CIVIL SERVICE (Civilians only):

ASSIGNMENT HISTORY (Optional for Civilians):

TOP THREE PAST FISCAL YEAR ACCOMPLISHMENTS:

MILITARY AWARDS & DECORATIONS (Military and Civilians if applicable):

CIVILIAN AWARDS AND RECOGNITION (Civilians only):

NOMINATION FOR AWARD		
AWARD Civilian of the Quarter	CATEGORY II	AWARD PERIOD 1 Oct 95 - 31 Dec 95
RANK/NAME OF NOMINEE (Last, First, Middle Initial) GS-09/Deal, Juata A.		SSN 123-45-6789
DAFSC/DUTY TITLE GS-1102/Contract Specialist		
MAJCOM AETC	UNIT/OFFICE SYMBOL/STREET ADDRESS 47 CONS/LGCC/171 Alabama Avenue	
BASE/STATE/ZIP CODE Laughlin AFB/TX/78843-5230		TELEPHONE (DSN & Commercial) 732-5698/(210) 298-4344
RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) Major/Thrifty, Jerry S.		
<p><small>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</small></p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</p> <ul style="list-style-type: none">- Focus on job knowledge and performance in primary duty, productivity, initiative, OJT progress, and specific achievements <p>ADDITIONAL DUTIES AND ACCOMPLISHMENTS</p> <ul style="list-style-type: none">- Significant additional duties and accomplishments not related to primary duties <p>OTHER</p> <ul style="list-style-type: none">- PME, off-duty education, achievements in professional/cultural societies, and community activities performed not related to primary duties <p>Note: Bold the headings.</p>		

NOMINATION FOR AWARD		
AWARD NCO of the Quarter	CATEGORY	AWARD PERIOD 1 Oct 95 - 31 Dec 95
RANK/NAME OF NOMINEE (Last, First, Middle Initial) MSgt Gruff, Iye M.		SSN 123-45-6789
DAFSC/DUTY TITLE 8F000 First Sergeant		
MAJCOM AETC	UNIT/OFFICE SYMBOL/STREET ADDRESS 47 SPS.CCF/171 Colorado Avenue	
BASE/STATE/ZIP CODE Laughlin AFB/TX/78843-5230	TELEPHONE (DSN & Commercial) 732-5589/(210) 298-5589	
RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) Captain Law, Strong A.		
<p><small>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</small></p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY - Focus on job knowledge and performance in primary duty, productivity, initiative, OJT progress, and specific achievements</p> <p>LEADERSHIP QUALITIES (SOCIAL, CULTURAL, AND RELIGIOUS ACTIVITIES)</p> <p>SIGNIFICANT SELF-IMPROVEMENT</p> <p>OTHER ACCOMPLISHMENTS - Significant additional duties and accomplishments not related to primary duties</p> <p>ARTICULATE AND POSITIVE REPRESENTATIVE OF THE AIR FORCE</p> <p>Note: Bold the headings. Front and back of AF Form 1206 may be used for the annual nominees only.</p>		

NOMINATION FOR AWARD		
AWARD Company Grade Officer of the Quarter	CATEGORY	AWARD PERIOD 1 Oct 95 - 31 Dec 95
RANK/NAME OF NOMINEE (Last, First, Middle Initial) Capt/Stract, Joe E.		SSN 123-45-6789
DAFSC/DUTY TITLE XXXX/Assistant Training Officer		
MAJCOM AETC	UNIT/OFFICE SYMBOL/STREET ADDRESS 47 FTW /XX	
BASE/STATE/ZIP CODE Laughlin AFB/Texas/78843-XXXX	TELEPHONE (DSN & Commercial) 732-XXXX/210298-XXXX	
RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) Lt Col/Charge, Im N.		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</p> <ul style="list-style-type: none">- Focus on job knowledge and performance in primary duty, productivity, initiative, OJT progress, and specific achievements <p>ADDITIONAL DUTIES AND ACCOMPLISHMENTS</p> <ul style="list-style-type: none">- Significant additional duties and accomplishments not related to primary duties <p>OTHER</p> <ul style="list-style-type: none">- PME, off-duty education, achievements in professional/cultural societies, and community activities performed not related to primary duties <p>Note: Bold the headings. Front and back of AF Form 1206 may be used for the annual nominees only.</p>		

NOMINATION FOR AWARD		
AWARD "Spirit of Laughlin"	CATEGORY Team	AWARD PERIOD 1 Feb 9X - 15 Feb 9X
RANK/NAME OF NOMINEE (Last, First, Middle Initial) Wing Self Assessment Team (Names of Team Members Attached)		SSN 123-45-6789
DAFSC/DUTY TITLE		
MAJCOM AETC	UNIT/OFFICE SYMBOL/STREET ADDRESS 47 FTW /XX	
BASE/STATE/ZIP CODE Laughlin AFB/TX	TELEPHONE (DSN & Commercial)	
RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) Lt Col /Charge, Im, N.		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <ul style="list-style-type: none">- The Wing Self Assessment Team expertly assessed the 47th Flying Training Wing's current status and capabilities<ul style="list-style-type: none">-- Laughlin personnel are able to use the information gained to better their programs- The Wing Self Assessment Team improved their process by first surveying the needs of their customers and adapting their process to meet those needs<ul style="list-style-type: none">-- Their product was uniquely suited and user-friendly for the XL team to use- The Team was comprised of a wide diversity of people from all different backgrounds and the team exploited that diversity and effectively provided experts to each of the individual areas assessed<ul style="list-style-type: none">-- Resulted in meaningful/useful information on programs from the people who know- This Team so efficiently used its resources that it was able to complete the assessment in half the time as the previous year's team, allowing team members to return to their workcenters in minimal time <p>THE IMPACT OF THE TEAM'S ACCOMPLISHMENTS MUST BE ADDRESSED ALONG WITH A RECOMMENDATION FOR THE SPECIFIC TYPE OF RECOGNITION (I.E. CERTIFICATE OF APPRECIATION, MEMENTO, ETC.).</p>		

ENLISTED STUDY REFERENCES

1. The following lists the study references for the Airman, NCO, and SNCO categories for the calendar year. Airman and NCO questions will come from Vol I of the current PFE study guide. SNCO questions will come from Vol II of the USAF Supervisory Examination study guide dated 1 July 1995.

- a. First Quarter, Jan - Mar:
 - Airman - Chapters 3, 7, and 10
 - NCO - Chapters 13, 14, and 15
 - SNCO - Chapters 3, 4, and 5
- b. Second Quarter, Apr - Jun:
 - Airman - Chapters 11, 12, and 13
 - NCO - Chapters 4, 5, and 6
 - SNCO - Chapters 6, 7, and 8
- c. Third Quarter, Jul - Sep:
 - Airman - Chapters 2, 6, and 8
 - NCO - Chapters 8, 10, and 12
 - SNCO - Chapters 1, 9, and 10
- d. Fourth Quarter, Oct - Dec:
 - Airman - Chapters 1, 9, and 15
 - NCO - Chapters 9, 16, and 19
 - SNCO - Chapters 2, 5, and 11

2. The nominee will be asked one question from each chapter.

3. The current events question will be taken from local, national, and international events the day prior to the nominees meeting the Quarterly Board.

NOMINATION FOR AWARD		
AWARD Unit Excellence in Quality Award	CATEGORY Unit	AWARD PERIOD 1 Jan XX - 31 Dec XX
RANK/NAME OF NOMINEE (Last, First, Middle Initial) 47 CES		SSN
DAFSC/DUTY TITLE		
MAJCOM AETC	UNIT/OFFICE SYMBOL/STREET ADDRESS 47 FTW /XX	
BASE/STATE/ZIP CODE Laughlin AFB/TX	TELEPHONE (DSN & Commercial)	
RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) Lt Col /Charge, Im, N.		
<p><small>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</small></p> <p>ON-GOING IMPROVEMENT EFFORTS: Any efforts made that work toward the improvement of the mission.</p> <p>RESULTS AND IMPACT OF TEAMS: Identifiable processes that have a proven result outcome.</p> <p>METRICS EFFORTS: A measurement, taken over a period of time, that communicates vital information about a process or activity. A metric should drive appropriate leadership or management action.</p> <p>SELF-ASSESSMENT EFFORTS: Self inspection or assessment actions taken. Internal critiques.</p> <p>TRAINING EFFORTS: This is all training being accomplished within the unit, not just quality training.</p> <p>NUMBER OF SUGGESTIONS SUBMITTED OR ADOPTED: Suggestions made through the suggestion program that created a cost savings or demonstrated a more effective way of doing business.</p> <p>TEAMS AND/OR INDIVIDUAL RECOGNITION: All awards won at any level.</p> <p>OTHER: Anything the commander feels significant toward supporting the overall mission.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Submission can be up to two pages long. 2. It is important to pay attention to the point value of each area, especially the Results and Impact of Teams, but do not forget we are looking for a well-rounded program. 3. The time period for this award is from January through Thursday of each year. 4. Bold the headings 		

MEMORANDUM FOR 47 FTW/CC

FROM: 47 OG/CC

SUBJECT: Quarterly Award Nomination

1. The 47th Operations Group nominee for wing noncommissioned officer of the quarter for the period 1 Jan 97 through 31 Mar 97 is SSgt John A. Doe.
2. I have completed a PIF/quality indicator review for the award period and found nothing that would preclude him from competing for this award.

GROUP A. COMMANDER, Colonel, USAF
Commander

MEMORANDUM FOR 47 FTW/CC

FROM: 47 OG/CC

SUBJECT: Annual Awards Nomination

1. The 47th Operations Group nominee for wing noncommissioned officer of the year for the period 1 Jan 97 through 31 Dec 97 is SSgt John A. Doe.
2. I have completed a comprehensive career wide records/PIF/quality indicator review and found nothing that would preclude him from competing for this award.

GROUP A. COMMANDER, Colonel, USAF
Commander